

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEA104073750D

Changes to the Job Announcement: N/A

Opening Date: September 17, 2004

Closing Date: September 27, 2004

Position: Materials Expediter, WG-6910-5
Salary: \$14.07 - \$16.41 Hourly
Place of Work: Tobyhanna Army Depot (TYAD), Dir/Avonics/IEW Systems, Transponder Div, Tobyhanna, PA 18466
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 01

Link to job announcement at www.cpol.army.mil for more information.

Duties: Confirms routing for each item and reviews attached documents to ensure the present of proper destination, calibration activity, recall cycle, nomenclature, serial number, model number, and decal number. Files customer receipt and in-process calibration cards. Unloads material from trucks, pallets, pallet boxes, baskets or incoming bench. Receives material orders from shop personnel for work in process. Maintains instrument pool CBU/CNR instruments ("CBU" - Calibrate Before Use on "CNR" - Calibration Not Required). Maintains instrument pool loan card file and expedites loan renewals on monthly basis. Stores items within Instrument Pool. Visually inspects items for working condition, safety of line cords, etc. Cleans instrument pool items. Orders materials as requested by shop personnel. Delivers shop stock material such as 100 percent replacement items or repair parts, as requested by shop personnel or by job card requirements. Picks up and delivers items requiring repair.

Who May Apply:

- THIS IS A DELEGATED EXAMINING ANNOUNCEMENT OPEN TO ALL U.S. CITIZENS.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications: Click on link below to view qualification standard.

Trades and Labor

- Qualification Requirements: Applicants will be evaluated on their ability to perform the duties of an Materials Expediter. Applicants must show competence in the following knowledges and abilities to perform the duties of the position: 1. Ability to do Materials Expediting work. (Screenout Element) 2. Personal Work Practices and Characteristics. 3. Materials Expediting Practices. 4. Ability to use reference materials and manuals. 5. Knowledge of parts and equipment. 6. Ability to work with others. Physical Requirements: Lifts items weighing up to 40 lbs. from benches and bins to carts and vice versa. Lifts heavier items with assistance. Uses dollies or hand trucks as required. Regularly handles weights up to 40 lbs. unassisted, with carries up to 25 feet. Occasionally handles weights up to 60 lbs. Material handling devices and assistance of other workers are available for handling especially heavy items. Heavy exertion is frequent. Constant kneeling, crouching, stooping and walking are required.
- Experience and training that furnish the knowledges, skills, and abilities needed to perform the duties of this position consistent with accepted practices of the trade. Ability to use and maintain appropriate tools and equipment. Ability to read, understand, and apply instruction and other materials related to the job.
- Ability to do the work of the position under normal supervision.

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.
- Temporary Duty (TDY) travel is 25 percent.

Other Requirements:

- Must be able to obtain and maintain a Secret security clearance.
- A medical examination is required.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply: (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.
- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

You may send your resume via surface mail to: Department of the Army, Central Resume Processing Center, 314 Johnson Street, Aberdeen Proving Ground, MD 21005-5283

Point of Contact: Rhonda Fowler, Northeast CPOC, 410-306-0190.

[THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER](#)